

**Railroad Commission of Texas**

# Monthly Production Report (PR)

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**Production Analyst**

# Class Description

- **How to properly file the PR report**
- **Various filing options**
- **When the report is due**
- **How to stay in compliance**



# ***Why file production reports (PR's) ?***

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- **Statewide Rules (SWR)**
  - **SWR 27**
  - **SWR 54**
  - **SWR 58(b)**
- **Production reports are required to be filed on or before the last working day of the month following the month covered by the report.**



## **PR Information**

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- **Oil/Condensate Production is reported in Barrels (BBLS)** (Including any test oil and condensate)
- **Casinghead Gas (CSGHD) and Gas Well Gas (GWG) Production is reported in thousand cubic feet (MCF)** (Including test gas)
- **Disposition**
- **Stock on hand**
- **All volumes need to be in whole numbers**



# ***When to file PR reports***

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**Oil Wells:** Month production initiates regardless if it is prior to the completion date.

**Gas Wells:** Beginning from the completion date on new completions and work overs. (Block 14 on the G-1 form)

**Reclassifications:** For both Oil and Gas Wells

- Reports are required from the test date
- Stock cannot be transferred



# ***When to file PR reports***

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## **Transfer Stock Only for:**

- **SWR10, field transfers, unitizations, subdivision, consolidations.**
- **PR remarks should reflect volume transferred ,the lease involved, and the effective date.**



# PR Filing Options

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- **Hard Copy**
- **On-line/ EDI  
(Electronic Data Interchange)**



# HARD COPY

EXACTLY AS SHOWN ON RRC RECORDS (If multiple Volumes/Codes exist, put them on the next line)				OIL/CONDENSATE (whole barrels) - Total for Month * SEE BACK FOR EXPLANATION OF DISPOSITION CODES *				CASINGHEAD GAS/GAS WELL GAS (MCF) - Total for Month			
Field Name (list alphabetically) Lease Name (for gas, provide well #)	O/G/P (Oil/Gas/ Ponding)	RRC Identifier [Lease/Gas/Oil/ Drill Permit/VAPI#]	Commingling Permit # or LSE Total (T)	On hand, beginning of month	Production	Disposition Volume	Code	On hand, end of month	Formation Production	Disposition Volume	Code
1	2	3	4	5	6	7	8	9	10	11	12
DO NOT WRITE IN THIS AREA				DO NOT WRITE IN THIS AREA				DO NOT WRITE IN THIS AREA			
DO NOT WRITE IN THIS AREA				DO NOT WRITE IN THIS AREA				DO NOT WRITE IN THIS AREA			

REMARKS - Attach sheet if more space needed

REMARKS

Print Name

Mike Bike

Signature

Mike Bike

Title

Hard Work

Phone w/AC

002-356-9912

Date

2-14-12

I certify that I am authorized to make this report, that it was prepared by me or under my supervision and direction, and that the information stated herein is true, correct and complete to the best of my knowledge.





# ***Hard Copy Processing Issues***

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- **Not on approved format**
- **NO SIGNATURE – signatures are required on ALL pages**
- **Only Blue or Black Ink accepted**
- **Column 2 – Lease Type**
- **Font too small – with the exception of column 1**



# ***Hard Copy Processing Issues***

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- **Incorrect District/RRC Identifier and Operator Number**
- **Month/Year**
- **Field Name not on each page**
- **Breaking of RRC identifier from one page to another**



# ***CODES***

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## ***Oil / Condensate (Column 8):***

***Code 3 & 6 - Require R-2 Facility (Facility Name and Permit #)***

***Code 4 – Movement letter/remark***

***Code 5 – Lost or stolen (includes loss from fire, leaks, spills, breaks and theft.) File Form H-8 if greater than 5 barrels***

***Code 8 – Skim liquid hydrocarbons (as charged back on Form P-18 by a saltwater disposal system)***



# ***CODES***

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## ***Oil / Condensate (Column 8):***

***Code 71 – Operator Change (used to adjust stock based on a gauge of the stock upon transfer of the operator)***

***Code 72 – Road Oil (used to show stock disposed of via the use of road oil .. Requires a minor permit from the district office)***

***Code 73 – Lease Use – (Liquid hydrocarbons used on the lease or another lease for drilling purposes and will not be recovered, ex: drilling mud, lubrication of tubing, etc.)***



## ***CODES*** *continued...*

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### ***Oil / Condensate (Column 8) continued :***

***Code 74 – Production lost to formation -***

***(Liquid hydrocarbons used on the lease for frac, hot oil, etc. and will not be recovered prior to plugging.)***

***Code 75 – Other -***

***(Requires detailed explanation. EDI format provides up to 50 character field) Contact RRC Austin – (512) 463-6726***



## ***CODES*** *continued...*

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***Casinghead/Gas Well Gas (Column 12) :***

***Code 4 – Vented or Flared***

***Questions: Terry Edwards (512) 463-6785***



# ***Pending***

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## ***Drilling Permit or API Number***

- ***Identifying Information needs to be correct***
- **Field Name**
- **Lease Name**
- **Well Number for Gas Well**
- **Drilling Permit (DP) or API Number**
- ***Be Consistent with Drilling Permit Number or API Number***
- ***Oil Wells***



# ***Pending***

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## ***Drilling Permit or API Number***

- If well is being assigned to an existing lease number file production combined (do not file a separate pending report for that well)
- Otherwise amended reports require combining production information





# ***RRC On-Line System***

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## ***Methods available to submit vs. paper:***

- ***EDI – Electronic Data Interchange***
- ***PR On-Line System***



# ***PR's filed on RRC On-Line System***

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## **What Can Be Viewed On-line:**

- **Current**
- **Lates and Corrected  
1993 – Current Month**
- **Pending (when lease number has not been  
assigned)  
Using Drilling Permit or API Number**



## ***PR On-Line System*** *continued...*

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### **Filing:**

- **Read Website Requirements for Filing Electronically  
[www.rrc.texas.gov/electronicfiling/edifilingrequirements.pdf](http://www.rrc.texas.gov/electronicfiling/edifilingrequirements.pdf)**
- **Submit your Security Administrator Designation (SAD) form**



# ***PR On-Line System*** *continued...*

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## **Filing:**

- **Receive your email from ITS with User ID and instructions**
- **Administrator User ID cannot file on the PR system**
- **Administrator gives employees filing rights**



## ***EDI — Electronic Data Interchange Upload File***

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### **File Upload Location:**

**<https://webapps.rrc.texas.gov/security/login.do>**

- Filer account user ID
  - RRC On-Line System
  - PR EDI Upload
  - Browse and then verify
  - Check verified files
  - SUBMIT
  - Update Successful
  - EMAIL: **[pr\\_edi\\_upload@rrc.texas.gov](mailto:pr_edi_upload@rrc.texas.gov)**
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## ***EDI — Electronic Data Interchange Upload File***

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### **PR EDI Upload Email Message:**

- File Name
- Upload Time 2005-05-11 11:27:43.351
- Agent ID
- Submitter ID
- Agent Phone #
- Number of records received
- Number of records processed successfully
- Number of records dropped

# ***EDI*** — ***Electronic Data Interchange Upload File***

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## **Reminders:**

- **Cannot combine Current, Late and Corrected reports in the same file**
- **Receive an “Update Successful” Message**
- **E-Mail Confirmation**



## ***On Line System Reminders***

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- **Logging On: Filer account User ID, NOT Administrator ID**
- **ONLY click on Multiple Commingling if your lease is on more than ONE permit**
- **DO NOT use same RRC identifier on different lines for addition codes**





## ***On Line System Reminders***

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- Review the MONTH/YEAR and verify lease information
- Confirm and Submit
- View printable format



# ***PR Query***

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## **Reminders:**

- **Logged into RRC On-Line system**
  - ***View production back to 1993***
  - ***Capability to review reports – received – being processed***
  - ***View Multiple (corrected) reports***
  - ***Print Hard Copy PR reports***



# ***PR Query***

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## **Reminders:**

- NOT Logged into RRC On-Line system
  - *View production back to 1993*
  - *Can ONLY view and print last accepted report*
  - Any hardcopy filings received before 10/17/05,
  - will NOT have the option to view PR images.



## RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)

Screenshot of the Railroad Commission of Texas (RRC) website.

**Navigation Bar:** Contact Us, RRC A to Z, RRC Online Log In, Jobs, Resource Center, Search

**Secondary Navigation:** About Us - Oil & Gas - Alternative Fuels - Gas Services - Pipeline Safety - Mining & Exploration - Legal

**Announcement:** RRC Online Maintenance. The RRC online system will be unavailable Wednesday, April 22<sup>nd</sup> from 6:00 PM – 7:00 p.m. CST for general maintenance.

### Railroad Commission of Texas Mission Statement

The Railroad Commission serves Texas through:

- our stewardship of natural resources and the environment;
- our concern for personal and community safety; and
- our support of enhanced development and economic vitality for the benefit of Texans.

[Learn More](#)

#### Recent News [View All](#)

**Commissioner Sitton Testifies in Favor of RRC Name Change Legislation**  
April 20, 2015  
Commissioner Ryan Sitton today testified before the House Committee on Energy Resources on HJR 76, to rename the Railroad Commission of Texas [Read More...](#)

**Railroad Commission Chairman Christi Craddick Guest-Lectures at Texas Tech University Energy Law Lecture Series**

#### Commissioners

-  Chairman Christi Craddick
-  Commissioner David Porter
-  Commissioner Ryan Sitton

#### Useful Links

- [What's New at the RRC](#)
- [Data - Online Research Queries](#)
- [Frequently Asked Questions - FAQs](#)
- [Map - Public GIS Viewer](#)
- [Open Meetings / Conference Agendas](#)



## RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)

Type of Query		
Drilling Permit (W-1) Query		Launch application
Electronic Document Management System	Learn more	Launch application
Gas Proration Query	Learn more	Launch application
H-10 Annual Disposal/Injection Well Monitoring Report Query	Learn more	Launch application
Inactive Well Query		Launch application
Inactive Well Aging Report Query	Learn more	Launch application
Injection/Disposal Permit Query	Learn more	Launch application
Maps - Enhanced Public GIS Viewers	Learn more	Launch application
Maps - Legacy GIS Public Viewer	Learn more	Launch application
New Lease IDs Built Query	Learn more	Launch application
Oil & Gas Completion Query		Launch application
Oil & Gas Field Rules Query		Launch application
Oil & Gas Imaged Records Menu		Launch application
Oil Proration Query	Learn more	Launch application
Organization (P-5) Query	Learn more	Launch application
Orphan Well Query		Launch application
P-4 Gatherer/Purchaser Query	Learn more	Launch application
Production Data Query (limited area)	Learn more	Launch application
Production Reports Query (Form PR)		Launch application
Severance Query	Learn more	Launch application
Statewide Production Data Query System (PDQ)	Learn more	Launch application

From the Online Research Queries page scroll down to the **Statewide Production Data Query System (PDQ)** and click on **Launch Application**



## RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)

### ONLINE SYSTEM

#### Oil & Gas Production Data Query

[Production Data](#) [FAQs](#) [PDO Help](#)

[General Production Query](#) [Specific Lease Query](#)

#### Production Data

To find production data, there are two types of searches that you can do.

- [General Production Query](#)

Use the General Production Query to find oil and gas production information that covers a wide scope or is more extensive. You can drill down to whatever specific information you need from the general queries. For example, if you are looking for production information for a geographic area of Texas for a given year, or a span of years, the general query is a better fit.

- [Specific Lease Query](#)

If you are searching for information about a particular lease and you have the lease number and the district number, use the Specific Lease Query page. If you don't have the number, but you know the name begins with ADCO, for example, you can search for Lease Names.

**Caution: Using the browser's Back button causes inconsistent query results. Use the Query Path links provided in your resulting data to navigate.**

*Production Data reflects reports processed through:* June 18, 2014

*Currently Loaded Production Data:* January 1993 - April 2014

Production volumes and dispositions for January 2005 production and any reports filed after February 11, 2005 may include separation/extraction loss and disposition code conversions by Railroad Commission staff to conform with formats used prior to implementation of the new PR form. To view actual reported production data, go to [Production Reports](#).

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# RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)



**Search Criteria:**

**\*Initial View:** ☐ Lease ☒ Operator ☐ Field ☐ District ☐ County

**\*Date Range:** from   to

**\*Choose One:** ☒ Both ☐ Oil Leases ☐ Gas Wells

**\*Select one Geographic Region from the options below:**

**District:**

**Onshore County:**

**Offshore Area:**

**Field:**

**Limit query to a specific Operator (optional):**

**Operator:**

**\*required information**

**Operator Search**

**Search for a Operator:** ☐ Containing these characters    
☐ Beginning with these characters  
☐ Matching this Number Exactly



# RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)



Production Data [FAQs](#) [PDQ Help](#)

[General Production Query](#) [Specific Lease Query](#)

## General Production Query Results

Query Path: [Search Criteria](#) > District 7B, Operator: QUAIL WELL SERVICE, INC.

Date Range:   to

### Related Links

[O&G Directory](#)

[O&G Proration Schedule](#)

[Offshore County Map](#)

View by: [Monthly Totals](#) [Annual Totals](#) [County](#) [Field](#) [Lease](#) [District](#)

**Operator Name: QUAIL WELL SERVICE, INC., Operator No: 684502**

District 7B

Monthly Totals, Jan 2012 - Jan 2012

Date	Oil (BBL)	Casinghead (MCF)	GW Gas (MCF)	Condensate (BBL)
Jan 2012	1,453	537	3,482	0
Total	1,453	537	3,482	0

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Production Data	<a href="#">FAQs</a>	<a href="#">PDQ Help</a>						
General Production Query	<b>Specific Lease Query</b>							
<b>Oil &amp; Gas Production Data Query</b>								
Production Data	<a href="#">FAQs</a>	<a href="#">PDQ Help</a>						
General Production Query	<b>Specific Lease Query</b>							
<b>Specific Lease Query Results</b>								
Query Path: <a href="#">Search Criteria</a> > District 7B, Lease: GAYLE DYER AKERS								
Date Range: Jan 2012 to Jan 2012 <input type="button" value="Submit"/>								
<b>Related Links</b> <a href="#">O&amp;G Directory</a> <a href="#">O&amp;G Proration Schedule</a> <a href="#">Offshore County Map</a>								
View by: <b>Production and Total Disposition</b> <a href="#">Disposition Details</a> <a href="#">County Production</a>								
<b>Lease Name: GAYLE DYER AKERS, Lease No: 227131, Well No: 10</b> District 7B Lease Production and Disposition Jan 2012 - Jan 2012								
<b>Date</b>	<b>GW Gas (MCF)</b>		<b>Condensate (BBL)</b>		<b>Operator Name</b>	<b>Operator No.</b>	<b>Field Name</b>	<b>Field No.</b>
	<b>Production</b>	<b>Disposition</b>	<b>Production</b>	<b>Disposition</b>				
Jan 2012	258	258	0	0	QUAIL WELL SERVICE, INC.	684502	CALLAHAN COUNTY REGULAR (GAS)	14820333
<b>Total</b>	258	258	0	0				
<a href="#">Disclaimer</a>   <a href="#">RRC Interactive Home</a>   <a href="#">RRC Home</a>   <a href="#">Contact</a>								

# RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)



## Production Reports

[PR Queries Home](#)[New Lease ID's Built Query](#)[New Lease ID's Built Help](#)

### New Lease IDs Built Query

#### New Lease IDs Built Query

Search By:

Date Range:

 to (max range 90 days: format  
MM/DD/YYYY)

Field

Operator

Drilling Permit No:

API No:

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 - 

District:

County:


Showing 1 - 1 of 1 record(s).

<a href="#">Typ</a>	<a href="#">Dist #</a>	<a href="#">Operator Name</a>	<a href="#">DP #</a>	<a href="#">API #</a>	<a href="#">Well #</a>	<a href="#">Lease Name</a>	<a href="#">Field Name</a>	<a href="#">RRC ID</a>	<a href="#">Field #</a>	<a href="#">Well Built Dt</a>
G	10	JONES ENERGY, LTD.	<a href="#">672732</a>	29533439	5H	SCHULTZ, HERMAN	MAMMOTH CREEK, NORTH (CLEVELAND)	264080	57021250	07/06/2012

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# RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)

 **ONLINE SYSTEM**

Choose an Application

**Production Reports**

[Production Reports Main](#) [Filing](#) [Work Filing](#) [PR Queries](#) [PR Reports](#) [Production Reports Help](#)

**Operator Search Query**

**Operator Search**

Specify an operator on whose behalf you are filing. For more information, see [Help](#).

Operator No:

Operator Name begins with:



# RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)

[Production Reports Main](#) | [Filing](#) | [Work Filing](#) | [PR Queries](#) | [PR Reports](#) | [Production Reports Help](#)

## Operator Search Query

### Search Again

Specify an operator on whose behalf you are filing. For more information, see [Help](#).

**Operator No:**

**Operator Name begins with:**

### Operator Search Results

Select the operator in the following list. Click "Submit" to return to the Monthly Production Reports page populated with the selected operator's information. If the list contains a single item, you may simply press the "Enter" key.

(123456):TEST ORGANIZATION

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# RRC website [www.rrc.texas.gov](http://www.rrc.texas.gov)

**RR ONLINE SYSTEM**

Choose an Application Go Log Out

**Production Reports**

[Production Reports Main](#) [Filing](#) [Work Filing](#) [PR Queries](#) [PR Reports](#) [Production Reports Help](#)

**Monthly Production Reports**  
**Operator: TEST ORGANIZATION (#123456)**  
[Select Another Operator](#)

**File Reports for Multiple Leases for One Month**

<b>*Lease Type:</b>	<b>*District:</b>	<b>*Prod Month:</b>	<b>Multiple Commingled:</b>	
<input checked="" type="radio"/> Oil <input type="radio"/> Gas	01 <span>▼</span>	Apr <span>▼</span> 2014 <span>▼</span>	<input type="checkbox"/>	<span>File For One Month</span>

**File Reports for One Lease for One or More Months**

<b>*Lease Type:</b>	<b>*District:</b>	<b>*RRC Identifier:</b>	<b>Multiple Commingled:</b>	
<input type="radio"/> Oil <input type="radio"/> Gas	None Selected <span>▼</span>	<input type="text"/>	<input type="checkbox"/>	<span>File For One Lease</span>

**File Pending Report (Unassigned Lease Number)**

<b>*Report Type:</b>	<b>*District:</b>	<b>*Drilling or API No:</b>	
<input type="radio"/> Original <input type="radio"/> Corrected	None Selected <span>▼</span>	<input checked="" type="radio"/> Drilling Permit <input type="radio"/> API	<input type="text"/> <span>File Pending</span>

**Correct Outstanding Discrepancies as of 05/22/2014:**

<b>* Lease Type:</b>	<b>* District:</b>	<b>*Production Cycle Range:</b>	<b>RRC Identifier:</b>	<b>* Discrepancy Type:</b>	
<input type="radio"/> Oil <input type="radio"/> Gas <input checked="" type="radio"/> Both	None Selected <span>▼</span>	Apr <span>▼</span> 2014 <span>▼</span> to Apr <span>▼</span> 2014 <span>▼</span>	<input type="text"/>	<input type="radio"/> Discrepancies <input type="radio"/> Delinquents <input checked="" type="radio"/> Both	<span>View Discrepancies</span>

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**ONLINE SYSTEM**

Choose an Application

**Production Reports**

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## File Reports for Multiple Leases for One Month

[Gas Disposition Codes](#)  
[Oil Disposition Codes](#)  
[Error and Warning Messages](#)  
[Error Codes](#)

### Discrepancies

**Filing Operator:**  
Prod Month:

**TEST ORGANIZATION (123456)**  
**Apr 2014**

**District:**  
**Lease Type:**

**01**  
**Oil**

Oil/Condensate (whole barrels)						Gas/Casinghead Gas - MCF			Delete	
RRC Identifier	Commingle Permit No.	Production	Disposition		On Hand End of Month	Formation Production	Disposition			
			Volume	Code			Volume	Code		
15689		23	10	01	145	0			<input type="checkbox"/>	
<div> <b>Error #1184: Duplicate RRC Identifiers.</b></div> <div>Warning #1025: Oil stock is out-of-balance. See Help for more information.</div> <div>Warning #1023: You are not the P-4 operator for this lease. Please verify that you are filing with the correct lease number. To proceed with the filing, submit this report and see Help for instructions.</div>										
15689		0	8	08	0	0			<input type="checkbox"/>	
<div> <b>Error #1184: Duplicate RRC Identifiers.</b></div> <div>Warning #1025: Oil stock is out-of-balance. See Help for more information.</div> <div>Warning #1023: You are not the P-4 operator for this lease. Please verify that you are filing with the correct lease number. To proceed with the filing, submit this report and see Help for instructions.</div> <div> <b>Error #1033: Invalid skim oil amount. Skim oil amount cannot be greater than production volume. See Help for more information.</b></div>										





# ***Outstanding Discrepancies***

## **Fix Discrepancy**

**Correct Outstanding Discrepancies:**

<b>* Lease Type:</b>	<b>* District:</b>	<b>* Production Cycle Range:</b>	<b>RRC Identifier:</b>	<b>* Discrepancy Type:</b>	
<input type="radio"/> Oil	Statewide ▼	Jul ▼ 2006 ▼		<input type="radio"/> Discrepancies	<input type="button" value="View Discrepancies"/>
<input type="radio"/> Gas		to		<input type="radio"/> Delinquents	
<input checked="" type="radio"/> Both		Jul ▼ 2006 ▼		<input checked="" type="radio"/> Both	

**Use this queue to view delinquent reports.**

**Correct discrepancies**



# QUESTIONS ?



# Contact Information

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## Production

**General Phone Line (512) 463-6726**

**[ProductionReporting-info@rrc.texas.gov](mailto:ProductionReporting-info@rrc.texas.gov)**